



EAGLE LAKE FIRST NATION

"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"

P.O. Box 1001 • Migisi Sahgaigan • Ontario • P0V 3H0 • Tel. 807-755-5526 • Fax 807-755-5696

EMPLOYMENT OPPORTUNITY

Communications Manager

Company Background

The Chief and Council, along with all Program Managers are working toward a communication strategy to inform all members of Eagle Lake First Nation on current initiatives, capital project updates, program and services, including employment, training, procurement, environmental monitoring, cultural awareness, and other services.

Job Description

The Communications Manager, a full-time position reporting to the Chief & Council. Role of the Communication Coordinator is to maintain communication with all Eagle Lake First Nation Program Managers, Chief & Council, program staff. This role involves developing and executing a comprehensive digital presence strategy, creating regular communications, and collaborating with all programs and services on various initiatives.

Key Responsibilities

- Establish and maintain cooperative and collaborative working relationships with the Chief & Council by keeping them informed of communication strategy goals and activities.
- Participate in the development of communication objectives and a communication plan.
- Plan and develop a communications strategy that delivers Eagle Lake First Nation's progress to the members.
- Lead in the development of graphics, design and related communication materials.
- Prepare and implement crisis communication plans to address potential issues or emergencies related to Eagle Lake First Nation.
- Develop strategies to enhance brand visibility and reputation among the targeted audiences.
- Develop and maintain relationships with media representatives and influencers.
- Develop and implement internal communication strategies to ensure staff are informed, engaged, and aligned with Eagle Lake First Nation mission and goals.
- Create internal newsletters, bulletins, or intranet content to facilitate internal knowledge sharing and team cohesion.
- Utilize analytics tools to track the effectiveness of communication strategies.
- Regularly review and adjust communication plans based on performance metrics and feedback.
- Manage the communication department's budget, ensuring efficient allocation of resources for various communication activities and initiatives.
- Negotiate with vendors and service providers for cost-effective solutions.
- Stay abreast of emerging communication technologies and platforms, exploring new methods to engage with the community and enhance message delivery.
- Implement innovative communication tools to increase outreach and impact.

Duties and Responsibilities

Strategic Communication and Digital Presence:

- Develop and implement a strategic communication plan that aligns with Eagle Lake First Nation objectives and goals.
- Manage the digital presence, including website content, social media platforms, and online campaigns to ensure consistent messaging.
- Monitor digital trends and analytics to guide strategy and report on the effectiveness of digital campaigns.

Stakeholder Engagement and Community Relations:

- Build and maintain strong relationships with the community ensuring their perspectives and feedback are integrated into communication strategies.
- Organize and participate in community engagement events, meetings, and workshops.
- Coordinate with internal and external stakeholders to ensure cohesive messaging and joint communication efforts.

Content Development and Management:

- Lead the creation of diverse content including press releases, newsletters, social media posts, and website updates.
- Oversee the design and production of communication materials, ensuring they are culturally sensitive and aligned with the values of Eagle Lake First Nation.
- Manage the editorial calendar, ensuring timely and relevant publication of content.

Team Collaboration and Reporting:

- Work collaboratively with team members, including the Chief & Council, to align Employment and Training initiatives.
- Provide regular updates and reports to the Chief & Council, Program Managers, other staff members on communication activities and their impact.

This is a comprehensive list of duties and responsibilities and additional tasks and responsibilities may be assigned as necessary by the Chief & Council. The Communications Manager must be flexible and adaptable to meet the changing needs of the project and the community.

Qualifications

- A post-secondary education in Media and Communications, or a minimum 3 years experience in a related field.
- At least 5 years of relevant management experience.
- Superior communication skills, both written and oral.
- Strong understanding of First Nation history, culture, and protocols in the First Nations territories where the project is located.
- Ability to speak Ojibway language considered an asset.
- Knowledge of Manito Aki Inakonigaawin principles considered an asset.
- Significant experience working in First Nation communities and with Indigenous peoples, particularly in the First Nations territories where the project is located.
- Valid driver's license and access to a reliable, personal vehicle.

Compensation

We offer a competitive salary and benefits package that will be determined based on the education and relevant work experience of the successful candidate.

Please forward a cover letter and detailed resume including three references by March 1st, 2024 to:

Attention: Political Coordinator
Eagle Lake First Nation
Box 1001
Migisi Sahgaigan, Ontario, P0V 3H0
email: politicalcoordinator@migisi.ca